

Mobile Unit Manager

Summary: Manages, plans, coordinates, monitors, and participates in administrative and operational activities associated with the Mobile Unit (MU) and performs related community relations activities and other related work; including scheduling and coordinating outreach locations, ensuring the maintenance of the required supplies and equipment. Provides for appropriate intake activities and operations. Ensures the availability of qualified drivers and the maintenance of assigned vehicle(s).

Plans, organizes, coordinates, and manages the activities of the MU within Kalamazoo County;

Performs public relations activities, makes presentations to, community agency representatives and the general public, prepares media materials, and participates in the development of community awareness programs under the direction of the Executive Director;

Establishes and maintains liaison relationships and MU activities with other departments, public and private agencies, organizations and groups;

Coordinates the development of training and informational materials to promote accurate public understanding of the MU activities, services, and requirements;

Conducts meetings to resolve problems, address issues, discuss MU goals and objectives, and disseminates information;

Monitors current program-specific legislation and ensures program compliance with applicable regulations;

Evaluates program effectiveness and measures/reports on program success;

Participates in the development of the program budget and monitors the administration of MU funds;

Monitors program contracts and/or contractor performance;

Conducts MU-related studies and prepares written reports and recommendations;

Prepares routine and special status reports for legal and regulatory agencies;

Answers questions from the public concerning MU and program-specific policies, procedures and

service availability;

Schedules and conducts viewing sessions of audio-visual resources for community agencies and other groups or individuals.

Education and/or Experience: A minimum of an Associate's Degree from an accredited college, university, or vocational/technical school in either: social services, public health, nutrition, nursing, or laboratory assistant/phlebotomy field. Two years of experience in health care plus experience in clinical operations or management. Three years of directly related experience may be considered in lieu of degree.

Knowledge of:

- Medical office practices and procedures;
- Basic medical terminology and equipment;
- Public health laws, rules and regulations applicable within work unit, including protocols and universal safety measures;
- Traffic laws, ordinances and regulations governing the safe operation of motor vehicles;
- City streets and surrounding communities served;
- Routine vehicle service requirements such as fuel, oil, water and tire inflation;
- Community resource agencies and organizations;
- Applicable local, state and federal laws, rules, and regulations;
- Basic computers and office equipment, audio-visual equipment and applications of automated information systems;
- Principles and practices of effective program administration

How to Apply: Please apply at:

https://workforcenow.adp.com/jobs/apply/posting.html?client=fhckzoo&jobId=28260&lang=en_US&source=CC3

Contact Information:

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